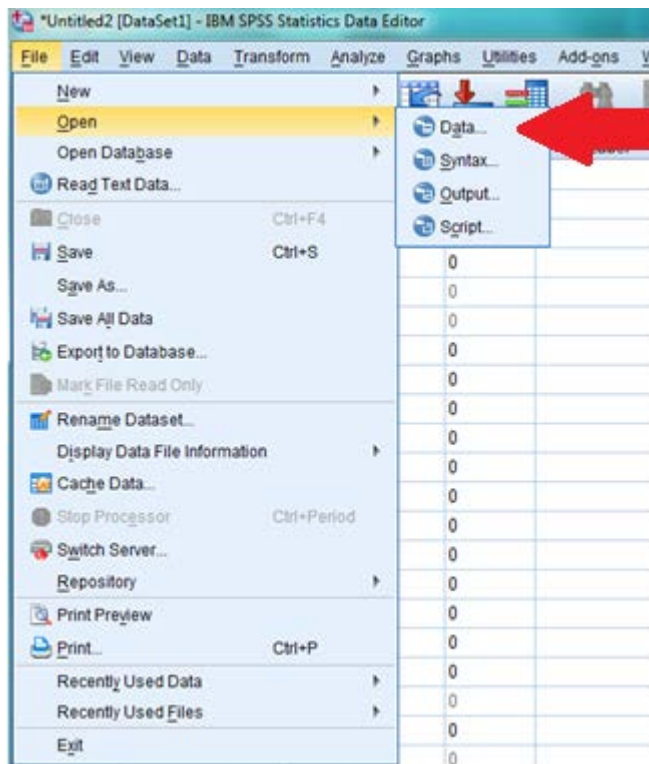
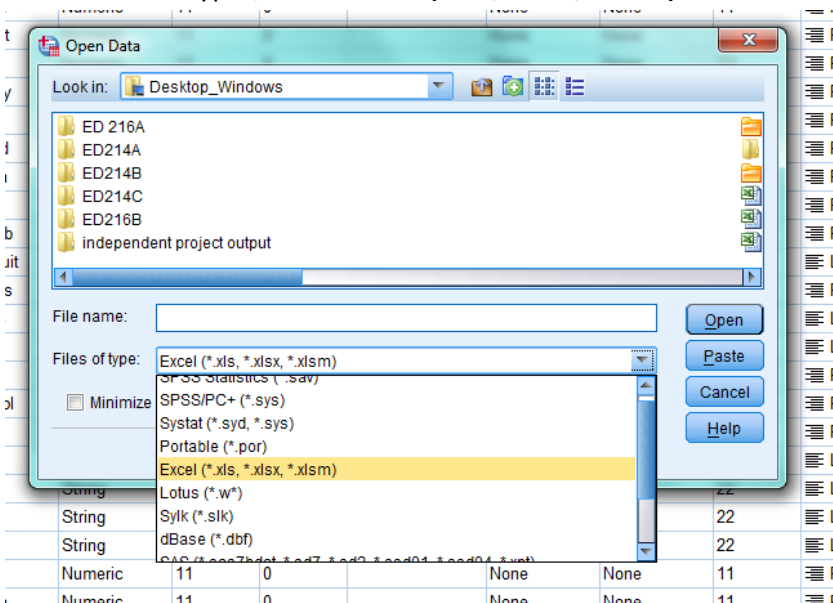




Importing Data from an Excel File into SPSS

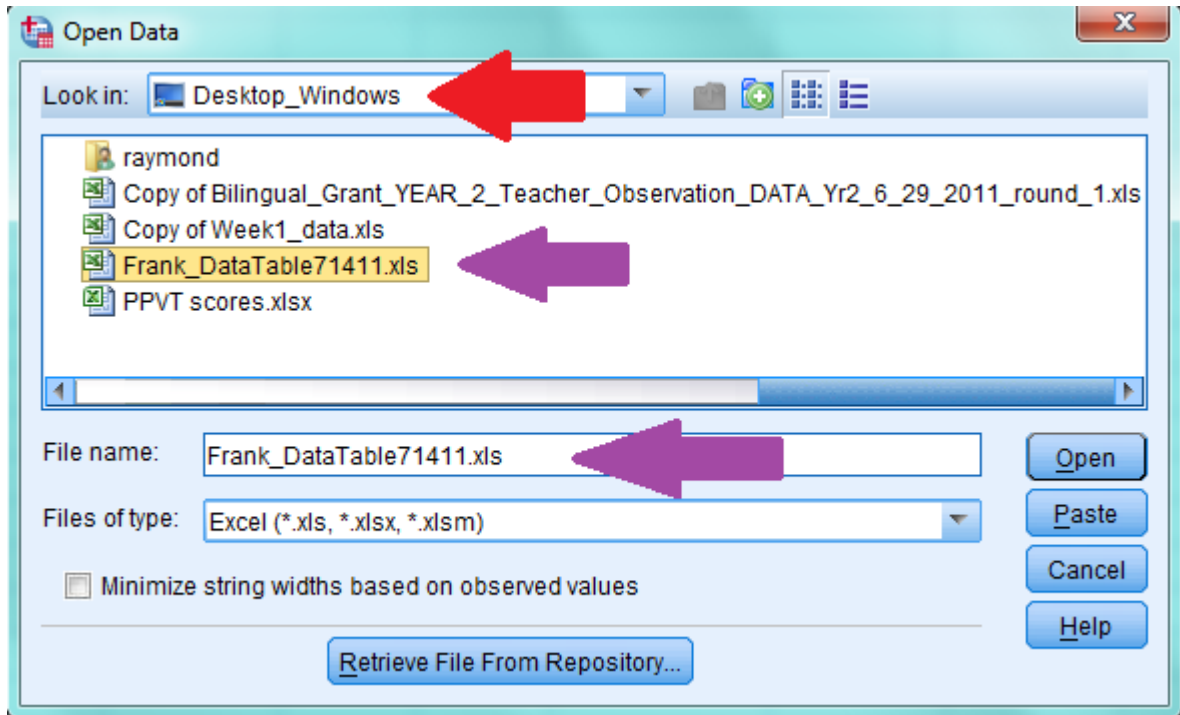
1. Select **File** → **Open** → **Data**



2. Under "Files of type", choose **Excel (*.xls, *.xlsx, *.xlsm)**



3. Select the file you want to import.  The excel file should end in .xls, .xlsx, or .xlsm, just as represented in the “Files of type”.  Be sure you know where you saved your excel data file so you know where to “Look in”. Also, make sure your excel file is closed otherwise SPSS will not be able to import it. Click **Open**.



4. A window will open called **Opening Excel Data Source**. If you used the first row in your excel data sheet to name your variables, make sure the box “Read variable names from the first row of data” is checked. If you do not have your first row as the variable names than unclick this box. (You can still label your variables once they are in SPSS-please refer to pdf on labeling variables if needed). If you do not want to import the whole worksheet, you can use the field **Range** to define the cells you want to import, otherwise just leave empty and click **OK**.

